Suggested Actions

on WebSAMS

Suggested Actions

- ❖ **Keep Latest Windows Security Update**

- ❖ **Check Windows Hardening Status**

- ❖ **Check Antivirus Protection Status**

- ❖ **Ensure System Backup In Order**

- ❖ **Keep Best Practice in System Operation**

Keep Latest Windows Update

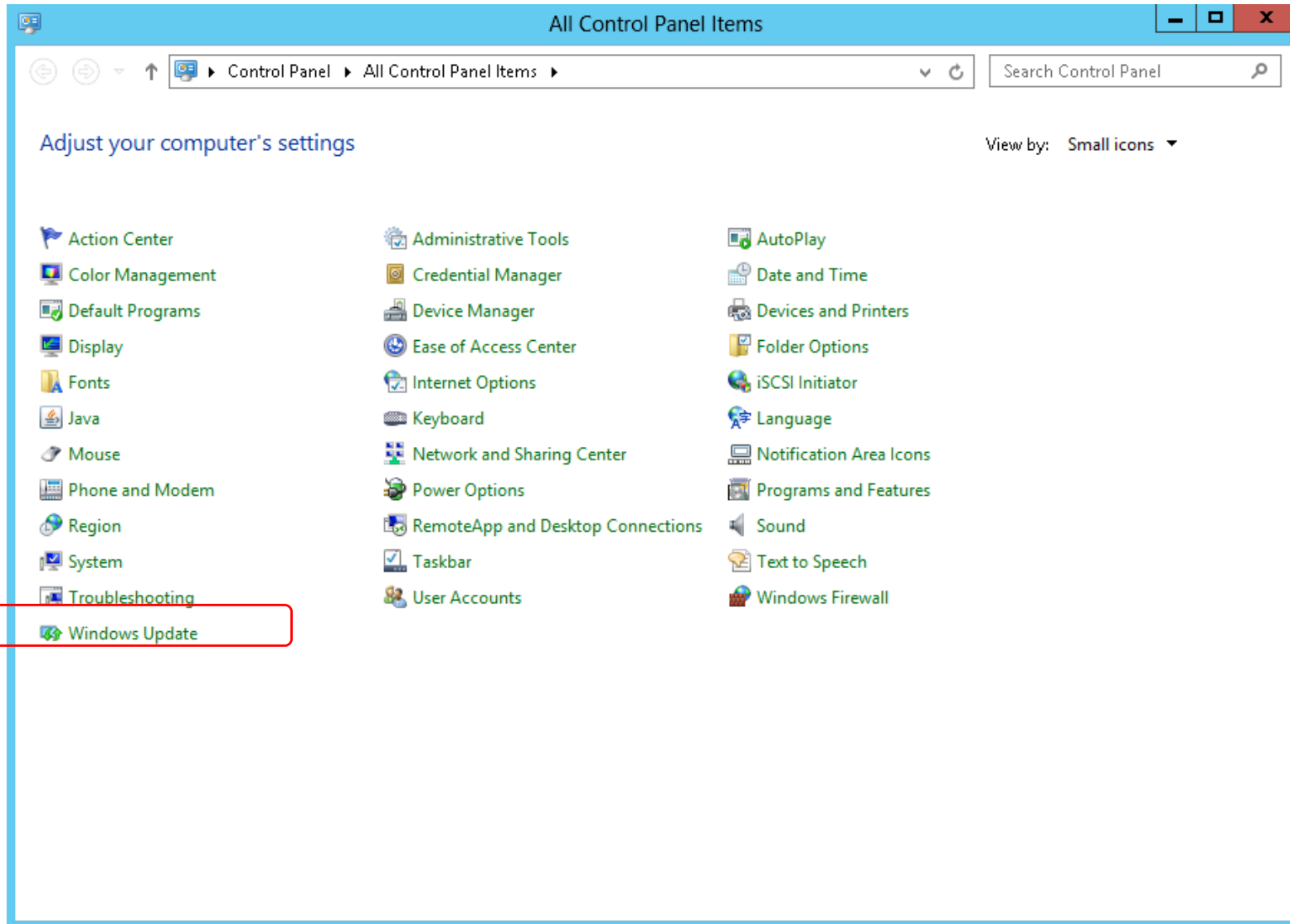**Go to "Control Panel" >"Windows Update" then select:**

❖ **Check for Updates**

(Select all updates except "Service Pack" / "Major Version Upgrade")

❖ **View Update History**
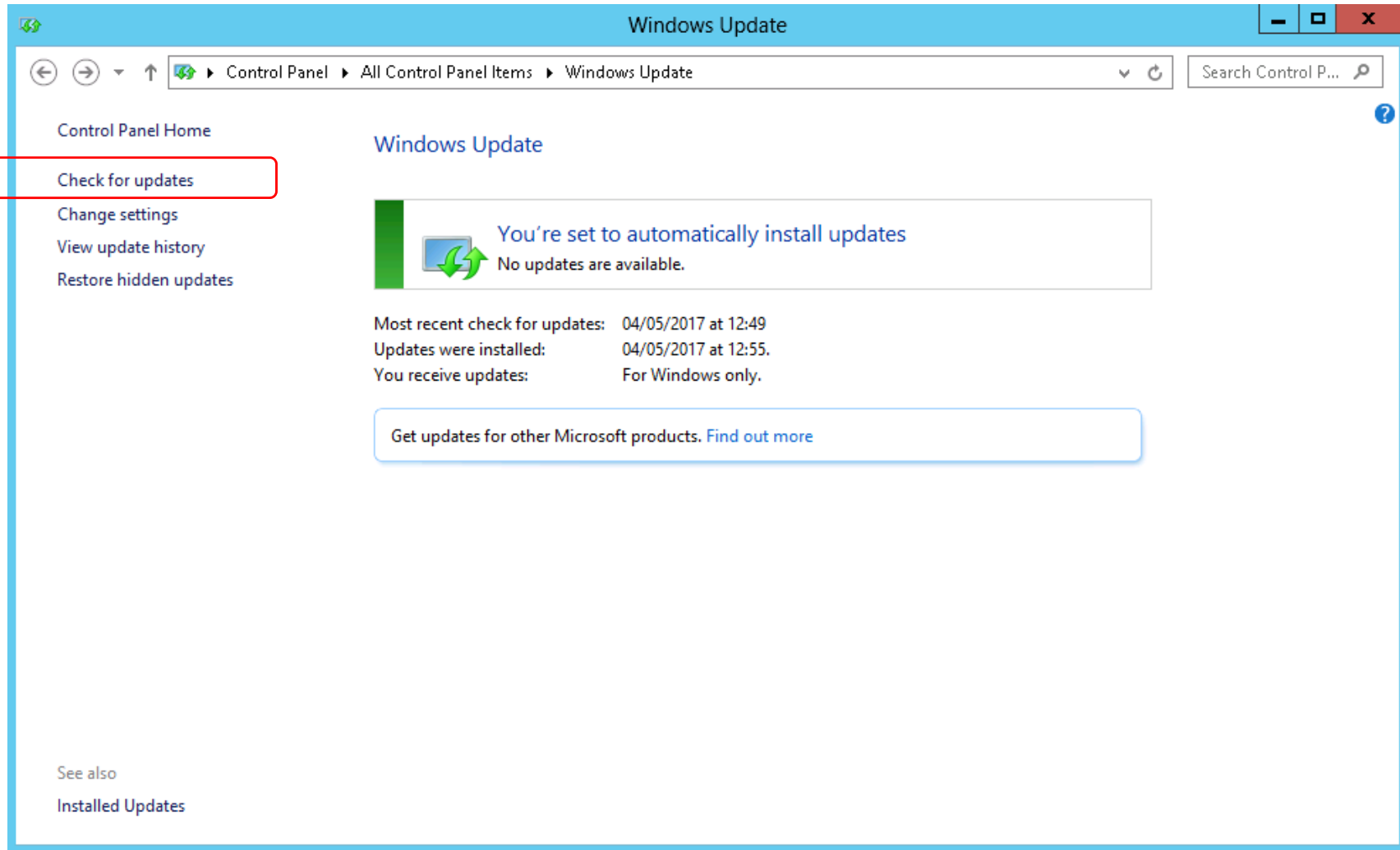
❖ **Change Settings**

Keep Latest Windows Update

Keep Latest Windows Update

Windows Update > Check for Updates

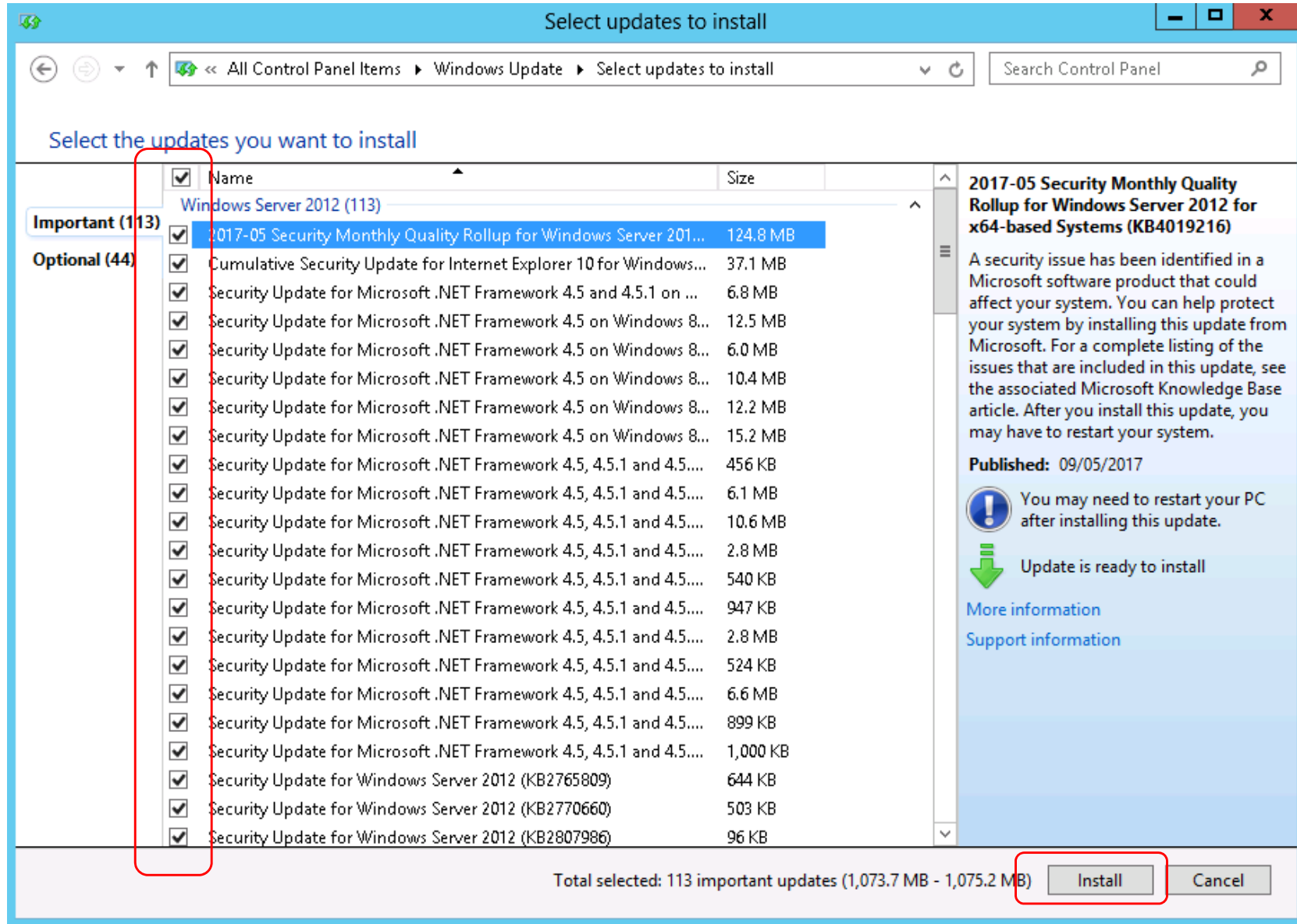**(Select all updates except "Service Pack" / "Major Version Upgrade")**

Keep Latest Windows Update

Keep Latest Windows Update

Keep Latest Windows Update

Keep Latest Windows Update

Windows Update > View Update History

Keep Latest Windows Update

Keep Latest Windows Update

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Keep Latest Windows Update

Windows Update > Change Settings

Keep Latest Windows Update
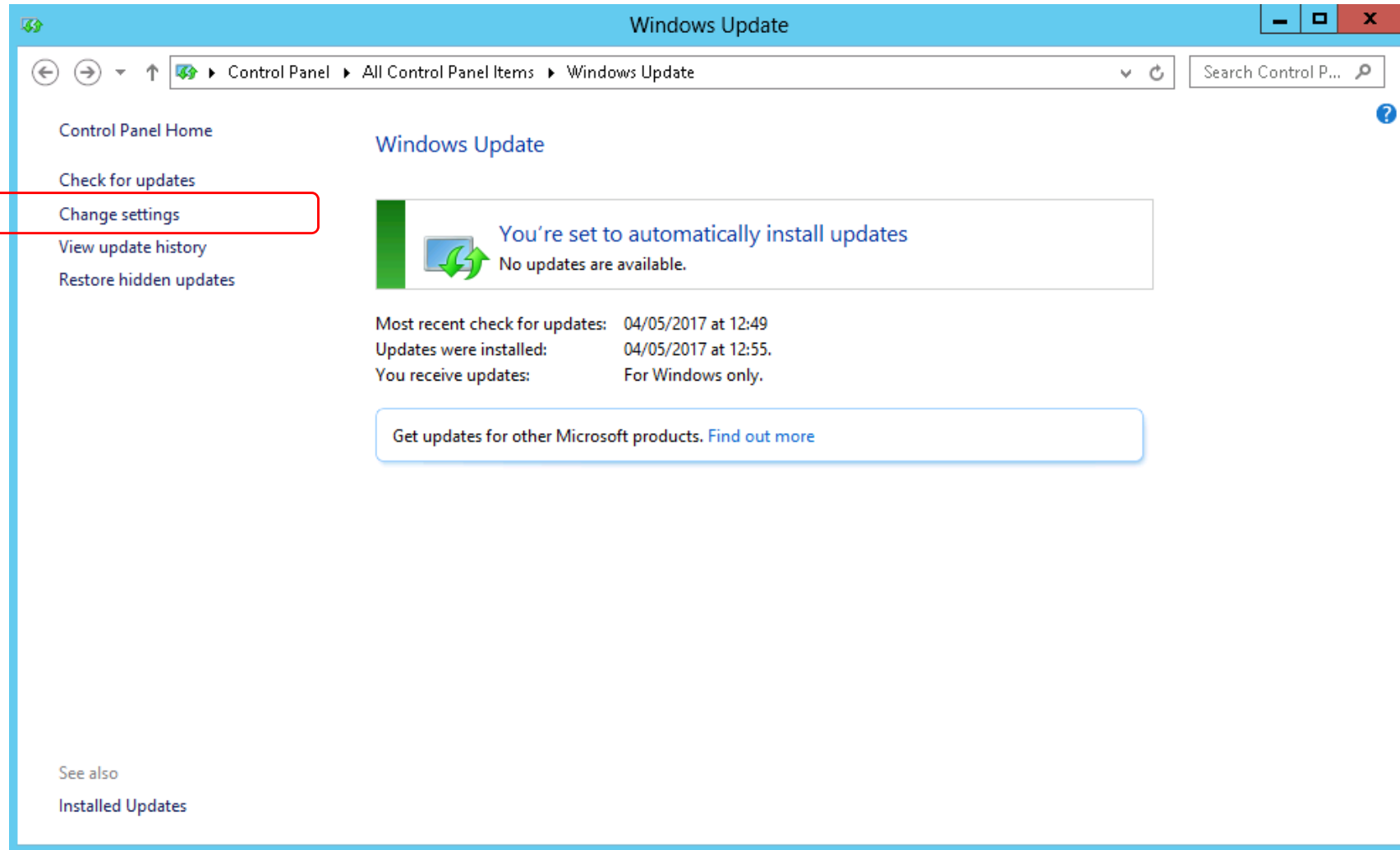
Keep Latest Windows Update
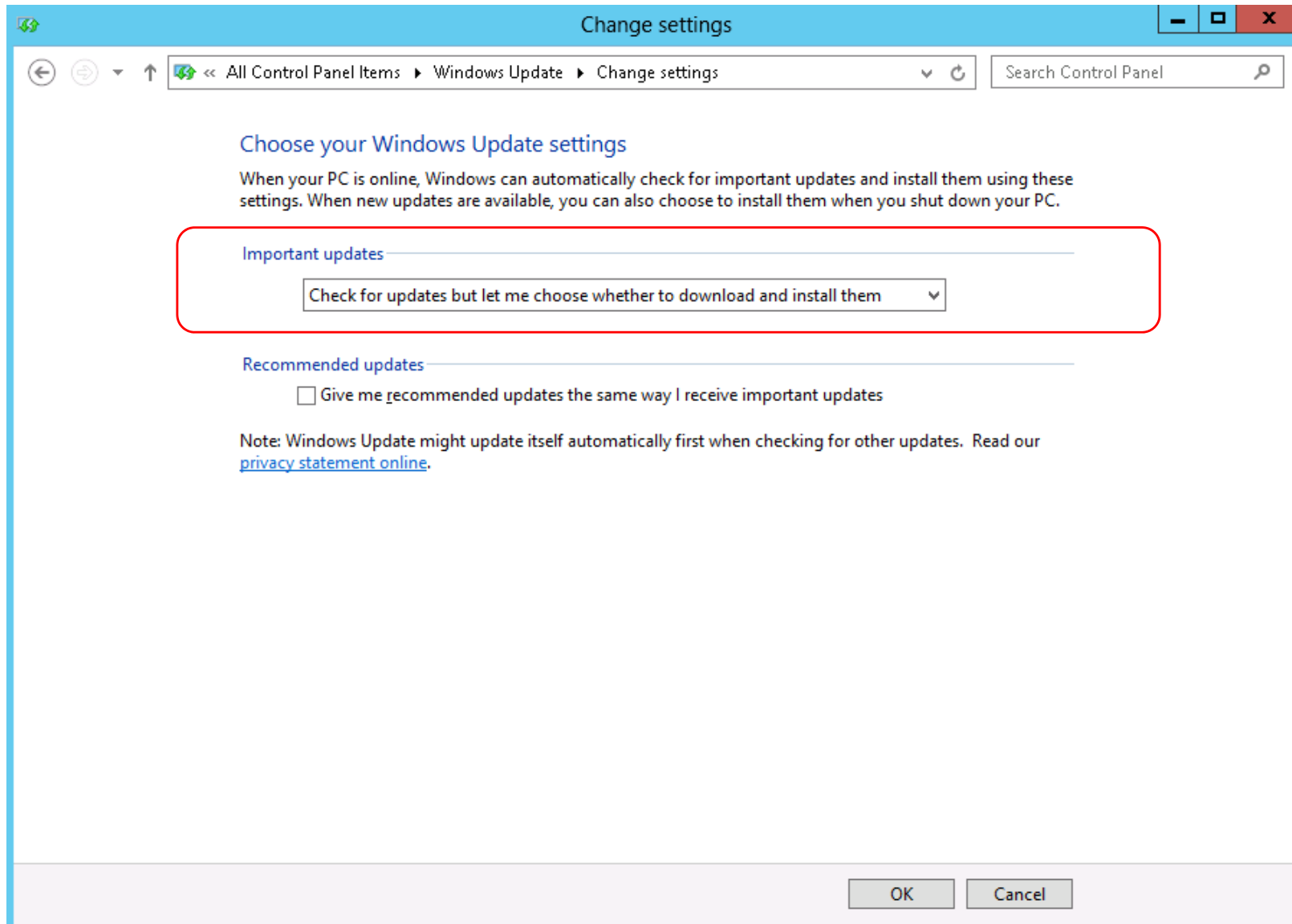
Check Windows Hardening Status

- **Refer to**

  "Installation Guidelines for WebSAMS 3.0"
  ➤ *"Appendix 7 : Windows Server 2012 R2 – OS Hardening Guide"*

  http://www.websams.edb.gov.hk/files/newschool/Doc%2033%20Installation%20Guidelines%20for%20WebSAMS%203.0%20V1.3.3.pdf

  for Checking the Windows Hardening Status including:

  - ❖ **Local Security Policy**
  - ❖ **Windows Firewall**
  - ❖ **Screen Saver Timeout**

    (On resume, display logon screen)

  - ❖ **Remote Desktop with Network Level Authentication**

    (In normal operation, the remote desktop should be disabled)

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Check Antivirus Protection Status

☑ **Ensure the Antivirus Software is in latest version**

☑ **Ensure the Online Protection is enabled**

☑ **Ensure the Virus Pattern is up-to-date**

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- **Ensure the following kinds of backup are included:**
  - Windows Server (Regular System Backup)
  - WebSAMS Program and Data (Daily, Weekly and Monthly Backup)

- **Ensure encryption of backup image**

- **Check the Backup Log timely**

- **Check the status of Backup Media timely including:**
  - On-line media (NAS)
  - Off-line media

Keep Best Practice on System Operation

- **DO NOT share the disk storage of WebSAMS Server as network drive**

- **Only install WebSAMS related software**

- **DO NOT enable remote desktop service or install similar software**

- **DO NOT visit any questionable website or download files from questionable source in WebSAMS Server**

- **Security Guides & Checklist for WebSAMS:**
  - **Path:** *http://cdr.websams.edb.gov.hk >主頁 > 參考資料 > 保安及處理敏感數據指引*

Reference Material (cont'd)

- **WebSAMS Version Upgrade release note:**
  - **Path:** *http://www.websams.edb.gov.hk > Version Upgrade for 3.0 > Major Upgrade*

- **IT Security in Schools – Recommended Practice:**
  - **Path:** *EDB Webpage > Education System and Policy > Primary and Secondary School Education > Applicable to Primary and Secondary School > IT in Education > On-going Support*

Reference Material (cont'd)

- **Regularly visit the Information Security website of HKSAR for the update information of IT security**
  - Path: *http://www.infosec.gov.hk*

- **Hong Kong Computer Emergency Response Team Coordination Centre (HKCERT)**
  - Path: *https://www.hkcert.org*

For enquiries:

- **Technical support:**
  - WebSAMS Helpdesk 3125 8510

- **Other enquiries:**
  - School Liaison Officer of the WebSAMS Team

  Path:
  http://cdr.websams.edb.gov.hk/Files/Doc/WebSAMS%20School%20Liaison%20Officer%20list.xls

The End